

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Paralegal (Legal Assistant)  
Fraud & Consumer Protection Division  
Consumer Protection Unit  
New Castle County**

**Opening Date: May 27, 2022**

**Closing Date: Until filled**

**Job Responsibilities and Duties:**

The Paralegal Legal Assistant position within the Consumer Protection Unit (“CPU”) for the Delaware Department of Justice (“DOJ”), Fraud & Consumer Protection Division, New Castle County serves as investigation and litigation support for Deputy Attorneys General (“DAG”) and Special Investigators (“SI”) within the CPU.

A CPU Legal Assistant is a member of a case team—typically composed of a DAG, an SI, and a Legal Assistant—that work together to conduct investigations into and prosecute violations of any of the more than 40 civil laws that CPU enforces, including Delaware’s Consumer Fraud Act and Deceptive Trade Practices Act. This position requires someone with capabilities to manage large, complex, and dynamic caseloads.

The Legal Assistant is responsible for maintaining a case file, preparing memoranda of facts for the case team, managing large volumes of case documents, drafting certain litigation documents and pleadings, preparing discovery responses, managing and tracking all relevant deadlines, corresponding with consumers, opposing counsel, law enforcement officers, court personnel, colleagues, and members of the public, and e-filing with all Delaware courts. The Legal Assistant should possess familiarity with civil procedures and local rules. The position also requires working knowledge of Microsoft Office Suite, Justware (or other case management program), DELJIS, File & ServeXpress, Westlaw, Adobe Acrobat Professional, and Relativity (or another document review platform). An ideal candidate will also possess strong written and communication skills with the ability to communicate clearly with various stakeholders, opposing parties, and members of the bar and the general public.

As a member of CPU, the Legal Assistant will also have the opportunity to engage with the public during certain outreach events where CPU staff educates and provides useful consumer rights materials and information to the public. These events are eligible for compensatory time where the event occurs outside of normal DOJ business hours, with prior approval.

**Job Requirements:**

This position is part of a career ladder series that incorporates Legal Assistant levels I, II and III. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Three years of employment with the Department of Justice in a similar capacity.

OR

1. Possession of an Associate's degree or certificate in Paralegal Studies from an ABA or Department approved program.

OR

1. A Bachelor's degree in Criminal Justice or a related field.

OR

1. Three years' experience in preparing and maintaining legal documents and case files.
2. Three years' experience in legal research such as researching statutes, regulations, case law and background information.
3. Three years' experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. Two years' experience in drafting legal documents and such as legal briefs or memoranda of law including presenting facts, setting out and analyzing legal issues and applying legal precedents.
5. Two years' experience in interviewing using structured or unstructured interview techniques to obtain facts, explore issues and identify courses of action.

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or Summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, External applicants must submit résumé and the Delaware Department of Justice application (please see link):**

**<http://attorneygeneral.delaware.gov/executive/hr/job-application/>**

**OR External applicants can e-mail a résumé and the Delaware Department of Justice application to [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.**